

FORREST COUNTY, MISSISSIPPI
FACT SHEET AND BOARD ORDER

AGENDA ITEM NO. 49 DATE January 10, 2013

INTRODUCED BY Betty Carlisle, County Administrator

BRIEF TITLE Advertisement for Bids - Scanning Services for Records (Justice Court)

EXHIBITS FOR REVIEW _____

RECOMMENDATION (exact wording for Agenda)

Approve and authorize advertisement for scanning services for records at Justice Court, and authorize Budget Line Item Adjustment, as required per this action of the Board.

BOARD ACTION

- Approved
- Rejected
- Information only
- No Action

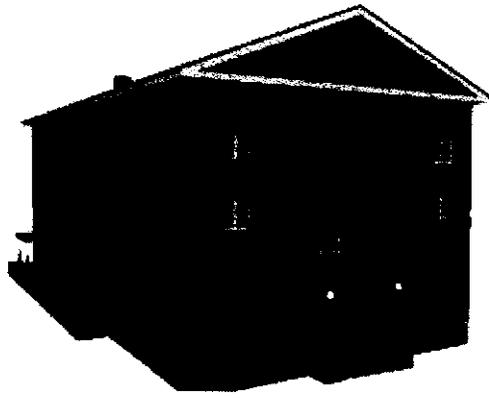
Amended to read as follows:

MOTION MADE BY Roderick Woullard SECONDED BY Chris Bowen

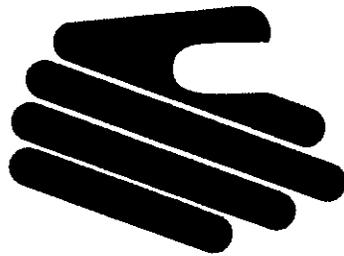
MEMBERS VOTED:

DAVID HOGAN	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> ABSENT
CHARLES MARSHALL	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> ABSENT
BURKETT ROSS	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> ABSENT
RODERICK WOULLARD	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> ABSENT
CHRIS BOWEN	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> ABSENT

SO ORDERED AND APPROVED On this the 10th day of January, 2013



Forrester County Justice Court
PROPOSAL FOR SCANNING/ SOFTWARE
SOLUTION
January 9, 2013



trustpoint.

415 N Magnolia St. Suite 350, Laurel MS 39440 601.206.0847

BOOK 559 PAGE 0626

Introduction-
The **Trustpoint.**
Solution

Trustpoint, LLC provides comprehensive, scalable and user-friendly, electronic document management systems that effectively serve virtually all business environments, and provides secure, document scanning solutions for our customers.

Trustpoint, LLC has successfully scanned millions of documents for court systems, healthcare, education, and industrial institutions.

Trustpoint has previously worked with Forrest County in the Circuit Court and Chancery Court by scanning books for archival needs, and back-scanning court files into the Delta System to increase efficiency as well as archival needs to be met. Finally, document retrieval and management in all three Courts in Forrest County can enjoy an electronic document storage/retrieval method, thereby enabling additional increases in productivity.

In short, Trustpoint, LLC's services focus directly on simplifying and automating document management. As your business support partner, we will work closely with you to make sure your electronic document court management system works perfectly for you.

By utilizing Trustpoint, LLC you will:

- **Increase productivity**
- **Decrease Operating and Storage Costs**
- **Speed Management and Operational Decisions**
- **Improve Overall Enterprise Effectiveness, Responsiveness, and Efficiency**

Your Pain

The Justice courts records are increasing annually, and the storage and retrieval of those records are time consuming and therefore increasing the cost of storage. Several dockets are stored in an off-site storage facility which becomes even more costly to retrieve them as well. These Court documents are a vital part of the county's financial system and legal obligation to keep in an accurate manner. Without being able to locate proper documentation the county may have legality issues, and if a ticket is lost, the citizen and the court have to spend additional hours in correcting or locating the ticket/docket for corrective measures. The Justice Court produces almost as much paperwork as the Chancery and Circuit courts as well, and the scanning projects in those two courts have made them more efficient in their records management.

Your Solution

Trustpoint, LLC, can scan and index your court documents in the Delta System so that you can retrieve them whenever you need at the touch of a button. These scanned images will be loaded on your AS400 server. Trustpoint, LLC, will scan these documents according to the State of Mississippi Law, and follow Federal Regulations. Once these documents have been scanned, then you will be able to destroy the physical documents to make room in your storage for any new projects you need.

These documents can then be accessed from your Delta system, and as new documents are generated, they as well can be scanned in by your personnel on a move forward basis.

The Process

Your paper documents will be:

1. Scanned on-site by our authorized staff members.
2. Scanned using sophisticated document management functions and high-end, production-level equipment.
3. Indexed according to *your* requirements, based on the Data already in your Delta system.
4. Image enhanced as needed, including despeckling, blank page drop-out, page registration and intelligent cropping.
5. We will prepare and scan the files at your location in a secure-locked room.

Next Step

If Trustpoint, LLC is chosen to perform this project for you, we are prepared to start immediately. Once the agreement has been finalized, the first step is to establish a delivery time, a training date, and determine initial project set-up parameters (e.g. document categories and indexes, data delivery methods and timing, billing arrangements, etc.). Once you have indicated to us you are ready to move forward, we will have our Technical Department contact you to calendar the set-up and installation.

In Closing...

We realize and deeply respect the importance our clients place in the availability and security of their documents. Your confidence in our performance is our most important objective and we are anxious to begin earning it. Now, as we move ahead, we will remain at your service to promptly answer any questions, fulfill needs, and any other concerns you may have.

As anyone in business community knows, we're far from a paperless society. Yet in today's highly competitive marketplace, you need instant access to all your information for customer service, strategic planning, legal, and many other reasons.

The cost of filing, archiving, and then retrieving information is enough to put you at a competitive disadvantage. And there is simply no way to provide the level of customer service that's now an expectation when you have to rummage in physical files to find information.

Trustpoint's Document imaging is performed by our in-house, trained professionals. This approach assures you of maximum security for your information, and imaging performed using state-of-the-art equipment and technology.

The resulting images and indexing are all in industry-standard formats of your choosing, including PDF, TIF, JPG, and EPS. They can be accessed through the web-version during the scan process, and can be converted to any future application.

Quality

Trustpoint sees quality and data accuracy as being of great importance. All employees go through extensive background checks, are trained in HIPPA, and Sarbanes-Oxley requirements of sensitive document handling, and sign a non-disclosure agreement. We will build into your job functions steps that insure correct sharing of data to synchronize with your BBI and the indexing of documents to insure accuracy on a go forward basis.

Your documents can be accessed by using our Online Repository solution, or through Trustpoint uploading the scanned documents to your server once they have been scanned.

Thank You!

Ron Swindall, 601.382.1488, rons@mytrustpoint.com

1/09/13

Forrest County Justice Court Scanning Project Estimate:

Scope of work includes:

Scanning of Criminal Court Dockets – in envelopes w/average 24 pages/envelope, Index retrieval of approximately 15,000 Criminal Files from within Delta System, Scanning of Civil Court Dockets in file folders, Index retrieval of approximately 8,000 files from within Delta System. Set up of scan location in Forrest County complex. Retrieval of physical files for scanning. File Preparation. Scanned directly into Delta System beginning with the most current Dockets and working back toward 2009 as funds allow.

Cost Estimate of Project:

\$69,980.00